

RESPONSIBLE INDIVIDUAL(S) APPLICATION FORM

Notes on completing the application form

This form is used when a firm wishes to apply for one or more persons to become Responsible Individuals in the firm.

1. Guidance notes are given at the back of the form. General guidance throughout the form is in italics.
2. Please complete the application form in BLOCK CAPITALS.
3. If there is inadequate space for an answer, please attach additional sheets.
4. References in these notes to the "Act" are to the Companies Act 2006.
5. **Section 1 of this form is to be completed and signed by the Firm**
6. **Section 2 is to be completed and signed by each person the firm is nominating to be appointed as a Responsible Individual.**
7. If your firm is already ICAS audit registered and you are now re-organising the firm or changing its legal status you may not need to complete this form for existing RIs, depending on the circumstances. Please contact the Regulatory Authorisations department on the number below for advice.
8. If you have any questions concerning your application, please contact us at regulatoryauthorisations@icas.com.
9. Please retain a copy of the forms for record. Receipt of your forms will be acknowledged by ICAS.

Please email completed form to regulatoryauthorisations@icas.org.uk or send to:

Regulatory Authorisations
ICAS
CA House
21 Haymarket Yards
Edinburgh, EH12 5BH

SECTION 1: TO BE COMPLETED BY FIRM

This application is to be used when a Registered Auditor firm or a prospective Registered Auditor firm wishes to appoint a number of new Responsible Individuals to the firm.

1.1 Firm Details	
Firm Number (ICAS use only):	
Name and address of audit firm (including postcode):	
Telephone number:	

1.2 Confirmations & Declarations by Firm (to be completed by Audit Compliance Principal)
Confirmations • We/I confirm that each and every individual named on this application has been: ○ proposed as a Responsible Individual by those Principals in the firm named in Section 1; and ○ is a member of a Recognised Supervisory Body and holds a Practising Certificate; and ○ holds an appropriate audit qualification; and ○ is fit and proper to be a Responsible Individual; and ○ is competent to conduct audit work under Audit Regulation 3.17. Declarations • We/I acknowledge that each and every Responsible Individual applicant is not able to act as a Responsible Individual until a formal notification is received from ICAS; • We/I undertake that each and every <u>approved</u> Responsible Individual will complete the firm's RI induction procedures. • We/I undertake that each and every <u>approved</u> Responsible Individual will at all times: ○ comply with the Audit Regulations; and ○ will be able to exercise the correct authority under Audit Regulation 4.04 and will conduct audit work properly and with integrity; and ○ will be allowed to sign audit reports in their name on behalf of the firm. • We/I undertake that none of ICAS, its officers, staff, members of its Council, Regulation Board, or Committees, or staff of the Public Disciplinary Scheme can be held liable in damages for anything done or not done in dealing with any of the functions connected with the granting of registration or enforcing the terms and conditions of audit registration or the monitoring of compliance with those terms and in any respect, unless the act or omission is shown to have been in bad faith; and • We/I undertake that each and every approved Responsible Individual will maintain audit competence and keep up to date on audit and financial reporting standards, legislation, regulations and related matters in compliance with International Education Standard 8 and will maintain CPD records. I certify that, to the best of my knowledge and belief, the information in, or provided with, these applications is a true and accurate statement of the firm's and the Individuals' circumstances. Name in BLOCK CAPITALS: _____ Date _____ Signature: _____

1.3 Individuals Nominated as Responsible Individuals (RIs)

The firm should provide the details for each applicant RI (whether this is a single RI application or an application for a number of RIs). Consultants and subcontractors cannot be RIs.

Name	Office	Member Body	Member No. of Body (if known)	Date of birth	Principal Employee (Tick one)	PC Held √ Yes No	Audit Qualifying Body	Year Audit Qualified	Section 2 of form completed for RI and submitted Y/N

SECTION 2: TO BE COMPLETED BY EACH APPLICANT RESPONSIBLE INDIVIDUAL

2.1 Applicant Responsible Individual Details (to be completed by each RI applicant)

Name of Applicant Responsible Individual:

Home address (including post code):

Home telephone number:

Have you previously been a Responsible Individual?

Yes

☐

No

☐

If "Yes", please complete the following for each firm in which you were a Responsible Individual.

If 'No' please go to section 2.2 and complete the *Audit Experience Form*.

Firm Name	Firm No. (if known)	Firm's Supervisory Body	Period as Responsible Individual		Reason for Ceasing as Responsible Individual
			From (mm/yy)	To (mm/yy)	

Firm's Supervisory Body: Please indicate which body regulated the firm in which you were a Responsible Individual by using the abbreviation ICAS, ICAEW, ICAI, ACCA or AAPA. If it was another supervisory body then please supply full name.

Do you have an Audit Registration in any country other than the UK?

Yes

☐

No

☐

If "Yes" please supply:

Country: _____ Name of Registering Body: _____

Registration number: _____

(Please give details of other registered firms by which employed or associated as principal)

2.2 Fit and Proper Form (to be completed by each RI applicant)

The following questions should be answered "Yes" or "No, but a "Yes" answer will need further explanation.

(A) INDIVIDUAL

(Please tick each question)

Financial Integrity and Reliability

YES

NO

- (1) In the last ten years has a court, in the United Kingdom or elsewhere, given any judgement against you about a debt?
- (2) In the last ten years have you made any compromise arrangement with your creditors?
- (2) Have you ever been declared bankrupt or been the subject of a bankruptcy court order in the United Kingdom or elsewhere, or has a bankruptcy petition ever been served on you?
- (4) Have you ever signed a trust deed for a creditor, made an assignment for the benefit of creditors, or made any arrangements for the payment of a composition to creditors?

☐☐☐☐☐☐☐☐

Convictions or Civil Liabilities

There is no need to mention offences which are spent for the purposes of the Rehabilitation of Offenders Act 1974 or offences committed before the age of 17 (unless committed in the last ten years) and road traffic offences that did not lead to a disqualification or prison sentence.

- (5) Have you at any time pleaded guilty to or been found guilty of any offence?

☐☐

If so, give details of the court which convicted you, the offence, the penalty imposed and the date of conviction.

- (6) In the last five years have you, in the United Kingdom or elsewhere, been the subject of any civil action relating to your professional or business activities which has resulted in a finding against you by a court, or a settlement being agreed?

☐☐

- (7) Have you ever been disqualified by a court from being a director, or from acting in the management or conduct of the affairs of any company?

☐☐

Good Reputation and Character

- (8) Have you, in the United Kingdom or elsewhere, ever been:

- refused the right or been restricted in the right to carry on any trade, business or profession for which a specific licence, registration or other authority is required?
- investigated about allegations of misconduct or malpractice in connection with your professional activities which resulted in a formal complaint being proved but no disciplinary order being made?
- the subject of disciplinary procedures by a professional body or employer resulting in a finding against you?
- refused entry to or excluded from membership of any profession or vocation?

☐☐☐☐☐☐☐☐

• dismissed from any office (other than as auditor) or employment or requested to resign from any office, employment or partnership? • the subject of a court order at instigation of any regulatory body or any officially appointed enquiry concerned with the regulation of a financial, professional or other business activity? • reprimanded, warned about future conduct, disciplined, or publicly criticised by any regulatory body, or any officially appointed enquiry concerned with the regulation of a financial, professional or other business activity?	<input style="width: 40px; height: 20px;" type="checkbox"/> <input style="width: 40px; height: 20px;" type="checkbox"/> <input style="width: 40px; height: 20px;" type="checkbox"/> <input style="width: 40px; height: 20px;" type="checkbox"/>	<input style="width: 40px; height: 20px;" type="checkbox"/> <input style="width: 40px; height: 20px;" type="checkbox"/> <input style="width: 40px; height: 20px;" type="checkbox"/> <input style="width: 40px; height: 20px;" type="checkbox"/>
(9) Are you currently undergoing any investigation or disciplinary procedures as described in 8 above?	<input style="width: 40px; height: 20px;" type="checkbox"/>	<input style="width: 40px; height: 20px;" type="checkbox"/>

(B) PREVIOUS FIRMS IN WHICH THE INDIVIDUAL WAS A PRINCIPAL (Please tick each question)

Please use additional sheets if this application is for more than one RI. Number of additional sheets _____

In respect of the periods below, has any firm in which you were a principal been subject to any of the following while you were a principal:

	YES	NO
Financial Integrity and Reliability		
(1) In the last ten years has such firm made any compromise or Arrangement with its creditors, or otherwise failed to satisfy creditors in full?	<input style="width: 40px; height: 20px;" type="checkbox"/>	<input style="width: 40px; height: 20px;" type="checkbox"/>
Civil Liabilities		
(2) In the last five years has such firm been the subject of any civil action relating to its professional or business activities which resulted in a finding against it by a court, or a settlement being agreed?	<input style="width: 40px; height: 20px;" type="checkbox"/>	<input style="width: 40px; height: 20px;" type="checkbox"/>
Good Reputation and Character		
In the last ten years, has such firm been:		
(1) refused or restricted in the right to carry on any trade, business or Profession for which a specific licence, registration or other authority is required?	<input style="width: 40px; height: 20px;" type="checkbox"/>	<input style="width: 40px; height: 20px;" type="checkbox"/>
(2) refused entry to any professional body or trade association, or decided not to continue with an application?	<input style="width: 40px; height: 20px;" type="checkbox"/>	<input style="width: 40px; height: 20px;" type="checkbox"/>
(3) reprimanded, warned about future conduct, disciplined or publicly criticised by any professional or regulatory body?	<input style="width: 40px; height: 20px;" type="checkbox"/>	<input style="width: 40px; height: 20px;" type="checkbox"/>
(4) made the subject of a court order at the instigation of any professional or regulatory body?	<input style="width: 40px; height: 20px;" type="checkbox"/>	<input style="width: 40px; height: 20px;" type="checkbox"/>
(5) investigated on allegation of misconduct or malpractice in connection with its professional or business activities that resulted in a formal complaint being proved but no disciplinary order being made?	<input style="width: 40px; height: 20px;" type="checkbox"/>	<input style="width: 40px; height: 20px;" type="checkbox"/>

2.3 Audit Experience (to be completed by each RI applicant)

If the person applying for Responsible Individual status:

- has never been an RI before; or
- has been an RI before, but not in the last three months, or
- has been an RI but has not had any audit clients in the last 12 months;

a separate Audit Experience Form needs to be completed as part of each such RI's application.

	YES	NO
Have you been an RI before?	☐	☐

If NO, please complete the Audit Experience Form

	YES	NO
If you have been an RI before:	☐	☐
Have you been an RI in the last three months?	☐	☐
Have you had audit clients in the last 12 months?	☐	☐

If NO to either of the above, please complete the Audit Experience Form

	YES
Have you completed the <i>Audit Experience Form</i> ?	☐

2.4 Continuing Professional Development (to be completed by each RI applicant)

Each applicant must submit the last 2 years CPD records

	YES	NO
Have you submitted copies of your last 2 years CPD records?	☐	☐

In submitting your CPD records you may wish to consider the requirements of International Education Standard 8 (IES 8), which sets out the skills and knowledge required by all audit professionals, including:

- best practice in auditing;
- International Standards on Auditing (ISAs);
- financial accounting and reporting processes and practices ;
- other applicable standards and laws (auditing financial reporting, or other laws and regulations);
- information technology systems and frameworks for evaluating controls and assessing risks in accounting systems (note: the training in this area depends on the complexity of the audit engagements allocated to the audit professional);
- for audit professionals involved with audit clients with IFRS accounts, IFRS knowledge;
- for audit professionals involved in specialist/regulated audits, the relevant specialist knowledge (e.g. charities, pension schemes etc.);
- for audit professionals involved in transnational audits – knowledge of the relevant country requirements; and
- professional skills and professional values, ethics and attitudes.

2.5 Confirmations & Declarations by each RI applicant.

Should this application be approved:

- a) I undertake that I will at all times comply with the Audit Regulations, will exercise the correct authority under Audit Regulation 4.04, and will conduct audit work properly and with integrity; and ☐
- b) I undertake that none of ICAS, its officers, staff, members of its Council, Regulation Board or Committees, or staff of the Public Disciplinary Scheme can be held liable in damages for anything done or not done in dealing with any of the functions connected with the granting of registration or enforcing the terms and conditions of audit registration or the monitoring of compliance with those terms and in any respect, unless the act or omission is shown to have been in bad faith; and ☐
- c) I confirm that I will maintain audit competence and keep up to date on audit and financial reporting standards, legislation, regulations and related matters in compliance with International Education Standard 8 and will maintain CPD records; and ☐
- d) I acknowledge that I cannot act as a Responsible Individual until formal notification is received from ICAS of my approval as an RI. ☐

I certify that, to the best of my knowledge and belief, the information in, or provided with, this application is a true and accurate statement of my circumstances.

Name in BLOCK CAPITALS: _____

Signature: _____ Date: _____

2.6 Additional Confirmations & Declarations (TO BE COMPLETED BY INDIVIDUALS THAT ARE A MEMBER OF A PROFESSIONAL BODY OTHER THAN ICAS)

Please note, by confirming the declaration below you will formally consent to be granted Affiliate status with ICAS. This status formalises the regulatory status of all RIs that are authorised by ICAS, but are members of another professional body. This has no impact on your status with your own professional body. You will not be subject to an additional Affiliate fee as a result of this.

Should this application be approved:

- a) I hereby confirm that I will be recognised as an Affiliate of ICAS under the ICAS Rules.
- b) I undertake that I will comply with the Royal Charters, Rules and Regulations which at the time of acceptance, or thereafter, are in force.
In particular, I will:
- (1) observe and uphold the ethical and professional standards of ICAS;
 - (2) perform faithfully and promptly any service that I am retained or employed to undertake in my professional capacity; and
 - (3) provide promptly and willingly all such information and assistance as I am able, if asked to do so by ICAS in pursuance of its duties.
- c) I will comply with any such other requirements as Council shall determine; and I will accept to be regulated by ICAS and to remain liable thereafter to pay promptly on demand any monies payable to ICAS including but not limited to levies, fines or other penalty or reimbursement in accordance with any scheme of compensation.
- d) I acknowledge that I shall be subject to the disciplinary processes of ICAS for any failure to comply with its Rules or Regulations

Name in BLOCK CAPITALS: _____

Signature: _____ Date: _____

Data Protection

The personal data requested in this form is being collected to allow ICAS to fulfil its legitimate interests as a professional body and regulator of accountants. It is also required for the performance of tasks which are carried out in the public interest. It will be shared only so far as required to meet these purposes. ICAS is fully committed to handling personal data in accordance with data protection legislation and best data protection practices. Please review our privacy notice for more information: <https://www.icas.com/privacy>.

APPLICATION TO APPOINT A RESPONSIBLE INDIVIDUAL (RI) - GUIDANCE NOTES

Under the Audit Regulations, a sub-contractor or a consultant cannot be a Responsible Individual.

Appropriate Qualification

Please indicate from which Recognised Qualifying Body (RQB), ICAS, ICAEW, ICAI, ACCA, AIA the individual derives his or her 'appropriate qualification' as defined by the Act. Under the Act, a person who was a member of one of the three Institutes or the Association of Chartered Certified Accountants on both 31 December 1989 and 30 September 1991 holds an appropriate qualification. For a person admitted to membership after 31 December 1989, different arrangements apply. Please contact us at regulatoryauthorisations@icas.com if you have any queries on your status. Chapter 1, schedule 1 of the Audit Regulations gives further explanation.

Year Audit Qualification Granted

For a principal or employee who was a member of one of RQBs on 31 December 1989, please insert 1989. In other cases please indicate the year in which the appropriate qualification was granted. Please note, this section asks for the year the audit qualification was awarded, not the year in which a member qualified as a CA.

Section 1.2 – Confirmations by Firm

1. The Act requires auditors to be fit and proper to carry out audit work. A firm appointing an individual as a RI must be satisfied, and confirm to ICAS, that the individual is fit and proper.
2. If the Authorisation Committee subsequently finds out about any matters that a firm did not disclose this will be viewed seriously. It could jeopardise the person's Responsible Individual status.

Section 2.2 – Fit and Proper

1. The Act requires auditors to be "fit and proper" to carry out audit work. An individual who is appointed as a RI must satisfy ICAS that he/she is fit and proper.
2. A 'Yes' answer to any of the questions on this part of the application form will not automatically result in an individual being refused RI status but you should provide further details, on a separate sheet, to allow the Authorisation Committee to make further enquiries, should they wish to, before reaching a decision.

If the Authorisation Committee subsequently finds out about any matters which were not disclosed this will be viewed very seriously. It could jeopardise the individual's Responsible Individual status.